

**ADDENDUM THREE TO THE WORK ORDER SOLICITATION FOR 2013-14/2014-15 LOS ANGELES COUNTY  
YOUTH JOBS  
QUESTIONS AND ANSWERS**

The purpose of this addendum is to post answers to questions received in response to Los Angeles County Youth Jobs (LA Youth Jobs) Work Order Solicitation No. 03.

**QUESTIONS REGARDING BID SUBMISSION**

**Question #1**

Please clarify that there is no narrative required for this Work Order.

**Answer #1**

You are correct. The Bid Submission package contains a cover page, staffing plan and pricing schedule.

**Question #2**

Do we submit a separate Bid Submission for each Supervisorial District that we are interested in serving?

**Answer #2**

No. Please submit one Exhibit C, Pricing Schedule, which lists the Supervisorial Districts you will serve, the Cities you will serve in each Supervisorial District. Please place a checkmark for the number of youth you expect to serve in each Supervisorial District.

**Question #3**

Can a bidder bid on a single phase, Phase I or II only, or must it bid on both phases?

**Answer #3**

No. A bidder's price would be for both Phase I and Phase II. A bidder cannot bid on just one phase.

**Question #4**

Does a budget need to be submitted or is submission of Exhibit C enough?

**Answer #4**

Bidders do not need to submit a budget; they only need to submit Exhibit C. However, successful Bidders' will be required to submit a budget at point of Work Order execution.

**Question #5**

Should the Pricing Schedule in its sealed envelope be placed in the folder with the rest of the bid or outside the folder and sealed in an envelope?

**Answer #5**

The Pricing Schedule should be in a sealed envelope in the bid package.

**Question #6**

Should we submit three copies of the Pricing Schedule?

**Answer #6**

Yes.

**Question #7**

Is the Pricing Schedule the only required Budget form?

**Answer #7**

Yes. Please see Answer #4.

**Question #8**

Are there funding limits for bidder agencies by Supervisorial District(s)?

**Answer #8**

No.

**Question #9**

Is there a specific template to use for the staffing plan?

**Answer #9**

No. There is no specific template for the staffing plan.

**QUESTIONS REGARDING THE PRICING SCHEDULE****Question #1**

When completing Exhibit C—Pricing Schedule, is there a suggested range we should use?

**Answer #1**

No. There is no suggested range for the number of youths to be served. However, the minimum number of youth to be served is 75; and the maximum is 200. Please complete the Pricing Schedule to accurately reflect your agency's capacity.

**Question #2**

75 Youth served is the minimum and 200 is the maximum. Is this per Supervisorial District? Or can the minimum be divided between 2 districts; for example, 50 from SD 3 and 25 from SD 2?

**Answer #2**

The minimum number (75) must be per Supervisorial District. It cannot be divided between Supervisorial Districts.

**Question #3**

Is a provider limited to serve the maximum of 200 eligible youth within the combined phases (Phase I and Phase II)? Or can a provider elect to serve 200 youth in each of the two phases?

**Answer#3**

A provider can serve 200 youth in each of the two phases. The maximum number of youth that can be served is 400.

**Question #4**

Our agency has an administrative charge regulated by the California Department of Education. In terms of student vs. administrative costs, for the administrative cost portion applied on the student salaries,

does that amount go towards indirect costs for student wages or should that figure be placed on the administrative side of charges?

**Answer #4**

Although your agency may have an approved indirect cost rate by the California Department of Education, it does not apply to this work order.

**Question #5**

Are the administrative/management costs per youth the same as slot cost?

**Answer #5**

No. The per-participant cost is in Addendum 2 to this Work Order as well as Section 27.0 of the Statement of Work.

**Question #6**

What is meant by "total indirect operational costs only to serve a minimum of 75 eligible youth?:" Does this mean that we can only charge indirect costs for 75 youth and not all eligible youth that we propose to serve?

**Answer#6**

No. Bidders can charge indirect costs for up to the maximum number of youth they are awarded.

**Question #7**

Is there a cap on indirect costs?

**Answer #7**

No. There is no cap on indirect costs. However, this is a competitive bid process.

**Question #8**

How should we show that our staffing plan is consistent with our budgeted costs?

**Answer #8**

The successful bidder will be required to submit a budget reflecting staffing costs at time of Work Order Execution.

**Question #9**

Where do we reflect our operational costs?

**Answer #9**

Successful bidders will be required to submit a budget with operational costs at time of Work Order execution.

**Question #10**

How do we show leveraged resources?

**Answer #10**

Please list your leveraged resources on the revised Exhibit C.

**Question #11**

Can LA Youth Jobs be leveraged through WIA co-enrollment?

**Answer #11**

Yes.

**Question #12**

What costs can be included in the administrative/management costs? The Work Order states that the bidder is not to reflect any operational/program costs which include staff salaries, case management, supportive services, and participant wages. How will these costs be identified? Will there be budget forms that need to be completed upon execution of the contract.

**Answer #12**

For more information about what constitutes administrative costs, please refer to the appropriate OMB Circular. A budget for the remainder of the costs will need to be submitted upon Work Order execution.

**Question #13**

In the Work Order Solicitation No.3, page 3, item 5.1 addresses funding for Phase I. A total of "\$1,688,000" is identified to serve approximately "900" CalWORKS Youth. This comes out to be approximately \$1,876 per Youth served. If Youth are provided an average of 20 hours of paid Personal Enrichment Training (PET) and Work Readiness Training and an average of 100 hours of paid work experience, the total average participant wages per Youth comes out to be approximately \$1,080 (120 hrs. X \$9.00/Hr.). Then, based on the above example, is the balance (\$796) resulting from subtracting the average participant wages from the cost per Youth served (\$1,876 - \$1,080 = \$796) the administrative/management cost per Youth?

**Answer #13**

No. Please refer to Addendum Two for a breakdown of the budgeted costs.

**PROGRAMMATIC QUESTIONS****Question #1**

Is there a staff: youth ratio in terms of cost for the program? If yes, what is it? If no, then what is the scoring rubric for the administrative cost budgets?

**Answer #1**

There is no staff: youth ratio. Bidders that demonstrate the ability to place the most Youth in paid work experience in the cities and areas of highest need within the Supervisorial District at the lowest indirect administrative/management cost will be recommended for funding.

**Question #2**

If a student participates in Phase I of the program, can they participate in Phase II?

**Answer #2**

Yes. A Phase I participant can continue into Phase II to complete their program. However, the total number of hours of Paid Personal Enrichment Training and Work Experience can only be 120 hours (whether it takes place in Phase I, Phase II or over both phases).

**Question #3**

Can a participant in last year's County Summer Youth Program participate in Phase I of the new program?

**Answer#3**

Yes. However, the intent of LA Youth Jobs is to enroll new participants.

**Question #4**

It states that Successful Bidders shall reserve a minimum of 45% of the total allocated non-CalWORKs Youth should be reserved for County referrals. How long should successful bidders reserve these slots? How will these youth be referred by the County?

**Answer #4**

The reserved slots shall be maintained by successful bidder until otherwise notified by the County. The County will provide the successful bidder with a listing of eligible CalWORKs clients. Also, the County will connect the successful bidder with other County Departments and organizations for the referral of eligible youth to the program.

**Question #5**

It states that successful bidders for Sup. District 3 should focus on Pacoima? Isn't Pacoima part of the City of Los Angeles, and thus will be served under the City's contract with the County?

**Answer #5**

Pacoima, as a targeted area, consists of the city of San Fernando, Zip Code 91340, which is covered by the Los Angeles County area.

**Question #6**

The Section 8.1.7, page 11 of the Statement of Work states that the Contractor should hire up to three LA Youth Jobs Youth. Are these staff or youth interns? Are the three youth part of the Contractor's work experience participants or will the Contractor be required to hire the youth as part of the Contractor's staffing of the program?

**Answer #6**

Yes. They are the youth interns and the three youth will be part of the Contractor's work experience.

**Question #7**

Section 7 of the Statement of Work prohibits the use of swimming pools, which is a carryover from ARRA restrictions. LA County and City swimming pools have offered excellent job experience with many participants securing junior life guard and other job opportunities. Please clarify.

**Answer #7**

The restriction is from the Department of Labor's Child Labor laws and it still stands.

**Question #8**

If we propose to serve two cities in Phase I, are we able to serve additional cities/Supervisory Districts in Phase II?

**Answer #8**

Yes. The cities must be reflected on the Pricing Schedule.

**Question #9**

What happens if a Youth decides they no longer want services from the Contractor after enrollment but prior to Work Experience?

**Answer #9**

The youth will be exited from the program and will be paid only for the hours attending the paid Personal Enrichment Training.

**Question #10**

The Statement of Work says that all youth need to be referred to WIA contractor. What if an agency has their own non-WIA youth program, can they refer to their own non-WIA program?

**Answer #10**

No. All youth are to be referred to a WIA agency as directed by the County for additional WIA services.

**Question #11**

Will Contractors be required to pay the new minimum wage rate of \$9.00 per-hour for Phase I (before the July 1, 2014 effective date that increases the minimum wage)?

**Answer #11**

Yes. Contractors are required to pay \$9.00 per hour in Phase I, and the County has budgeted for that in Exhibit C.

**Question #12**

If a contractor plans to co-enroll youth into their year-round youth program, can part of the average 100 hours of work experience wages be paid by the year-round youth program to increase the number of youth to be served and lower the cost-per-participant? (Example, 50 hours to be paid by Work Order No. 3 and 50 hours paid by the year round youth program to meet the average of 100 hours of work experience required by Work Order No. 3)

**Answer #12**

No. All wages must be paid using LA Youth Jobs funding.